

**ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL 2012**

➤ **Financial Report YTD APRIL 2012**

- General Funds Balance \$956,444; Restricted Funds Balance \$2,767,697
- General Revenue \$697,810; Budget \$452,946; 154.06% of budget
- General Expenses \$372,631; Budget \$452,946; 82.27% of budget
- Restricted Revenue \$366,563; Budget \$171,066; 214.28% of budget
- Restricted Expenses \$13,189; Budget \$23,068; 57.18% of budget
- Grants/Other Expenses \$15,118; Budget \$19,702; 76.73% of budget
- Total Assets \$3,730,752; Total Liabilities \$29,306

**Notes:**

- The Town has opened a Certificate of Deposit with Fulton Bank in the amount of \$200,000; also opened a checking account for our transfer tax monies received from property sales.
- Transfer tax received in April; \$42,213 – 4 MBTS, 8 Windhurst, 1 Coventry and 1 resale
- Eric issued 5 building permits in April; \$7,905.00 (report attached)

➤ **Administrative Department**

- Our very own Town Clerk has received her Certified Municipal Clerk's designation! Donna will now proudly add CMC at the end of her name..... Donna M. Schwartz, CMC.
- Eric and Donna have completed their training with DELJIS. Having two employees trained will alleviate any slack should Eric have to be out of the office for any length of time.
- Sirlaes Brazilian Steakhouse purchased their business license and plan to open for business in June.
- The Town hosted the MVG Appreciation Dinner on Friday, April 27<sup>th</sup>. The dinner was very well attended by our members, Councilmembers Bennett and Subity, Town Manager and Town Clerk and special guest Cpl. Shawn Hatfield, DSP, Director of the Camp Barnes project.
- The Financial Dept. has worked very diligently in updating our tax records with assessments and general clean-up. Tax bills and license renewals to be mailed out by May 3<sup>rd</sup>.
- The Town will be hosting their Business Breakfast on Thursday, May 10<sup>th</sup> at 8:00 a.m. at the Town Hall.
- The Town will be hosting "Safety in the Home and Community" on Wednesday, May 16<sup>th</sup> at 10:00 a.m.

Respectfully submitted,  
Deborah Botchie  
Town Manager